

Modern Building Systems, Inc.

APPLICATION FOR EMPLOYMENT

For Office Use Only:

Date Received: _____

Date Interview: _____

This application is active for (30) days from application date.

Modern Building Systems is an Equal Opportunity Employer and will make every effort to meet a request for disability accommodation. If you require accommodation to participate in our application process, please contact our office.

INSTRUCTIONS

Answer each question fully and accurately. If you need additional space, please continue your answer(s) on a separate sheet of paper. No action can be taken on this application until all questions have been answered. **PLEASE PRINT**

Job Applied For _____ Today's Date _____

Employment status sought: Full-time Part-time Temporary Seasonal

When are you available for employment? _____

Names of friends or relatives employed by this company: _____

PERSONAL DATA

Last Name	First Name	Middle Initial
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Present Street Address	City	State	Zip Code
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Telephone Number

Are you at least 18 years of age? Yes

Have you ever applied here before? Yes No When? _____

Were you ever employed here? Yes No When? _____

Are you eligible to work in the United States? Yes No

Do you have any commitments or agreements with another employer

which might affect your employment here? Yes No

If yes, please explain _____

EDUCATION

Name, Address and Location of School	Highest Grade Completed	Did You Graduate?
High School: _____ _____		Yes No
College or University: _____ College Major: _____ Degree: _____		
Additional Educational and/or Vocational or Technical Training Information:	Courses Taken	Courses Completed
School: _____		
School: _____		
School: _____		

QUALIFICATIONS & SPECIAL SKILLS

Computer Skills: _____

Construction Skills: _____

Equipment: _____

(Describe any specialized training, apprenticeship and skills:

(Optional) Do you have a valid driver's license? Yes No

Driver's License Number _____ State _____

Moving violations and accidents within the last 3 years: _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. If self-employed, give firm name and supply business references. If you worked in any of the positions under another name, please give name(s). **PLEASE GIVE MONTH AND YEAR.**

Employer	Supervisor	
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving
Duties:		

Employer	Supervisor	
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving
Duties:		

Employer	Supervisor	
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving
Duties:		

Employer	Supervisor	
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving
Duties:		

REFERENCES

Give three references, not relatives or former employers.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Yrs. Acquainted</u>	<u>Occupation</u>

AFFIDAVIT

I certify that, to the best of my knowledge, the information contained in this application is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or my employment.

I understand that, if I am hired, I must produce applicable documents confirming my identity and showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that my prior employers, educational institutions, and other references, listed or not listed on this application, may be contacted by Modern Building Systems. These references are authorized to give Modern Building Systems any and all pertinent information they may have. I release all persons or entities involved, including Modern Building Systems, from all liability arising from this contact and provision of information.

I agree to submit to any post-offer, pre-employment testing or physicals, as required by Modern Building Systems.

I authorize Modern Building Systems to conduct a criminal history check and understand that un-expunged criminal convictions may be considered by Modern Building Systems in making hiring decisions.

I agree to conform to all Modern Building Systems policies, rules, and procedures.

Furthermore, I understand and agree that nothing contained in this employment application, the granting of an interview, or in the offer of employment creates a contract for employment between Modern Building Systems and myself. If an employment relationship is established, I understand that, unless specifically limited in an express, formally executed contract, I have the right to terminate my employment at any time and for any reason and the Modern Building Systems has the same right.

Signature _____ Date _____

**PRE-EMPLOYMENT
EO 11246 AFFIRMATIVE ACTION PROGRAM**

VOLUNTARY SURVEY revised 03/26/2013

Modern Building System is a government contractor subject to Executive Order 11246, which requires affirmative action to employ and advance in employment qualified individuals without regard to race, color, national origin, sex, religion, age, marital status or disability.

We are compiling information to assist us in complying with our Affirmative Action Program goals, and are requesting you to complete this survey.

Submission of this information is completely voluntary. Information provided will be kept confidential and used only in ways consistent with Executive Order 11246 and government reporting requirements. **Refusal to provide information will not subject you to any adverse employment decision.**

Completion of this portion and signature below is required regardless of participation in the survey.

Name _____ Telephone _____

Address _____ City _____ State _____ Zip _____

I Will Participate

I Choose Not To Complete the Survey

MARK ONE OF THE FOLLOWING CATEGORIES FOR GENDER:

Male

Female

MARK ONE OF THE FOLLOWING CATEGORIES FOR ETHNICITY:

Hispanic

Not Hispanic

MARK ONE OF THE FOLLOWING CATEGORIES FOR RACE: *(Please mark one **in addition** to the selection above. If you are more than one race please mark the "Two or More Races" box):*

Two or More Races (Non-Hispanic) (7)

Asian (Only) (6)

American Indian or Alaska Native (Only) (5)

Black or African American (Only) (2)

Native Hawaiian or other Pacific Islander (Only) (4)

White (Only) (1)

REFERRED BY:

Employee

Advertisement

Employment Service

Employment Department

Veterans Administration

Other (List) _____

Walk-in

Signature of Applicant _____ Date _____

CATEGORY OF POSITION APPLIED FOR: Company Use Only (choose one)

Executive/Senior Level Officials

General Labor (plant)

First/Mid-Level Officials & Managers

Technical (Journeyman, Plumbers,
Electrician)

Professional

Operative

Craft (Journeyman Carpenters)

Sales

Service Worker

Administrative Support Workers

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Name _____ Telephone: _____

Address _____ City _____ State _____ Zip _____

I Will Participate

I Choose Not To Complete the Survey

Are you a Veteran No Yes

Special Disabled Veteran No Yes

Vietnam ERA Veterans No Yes

Recently Separated Veteran No Yes

Other Protected Veterans No Yes

Signature of Applicant: _____ Date _____